



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

16 SEP 16 10:14

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Labor and Industrial Relations  
*Name of Requesting Department*

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance. In order to comply with statutory and regulatory obligations to ensure equal, effective and meaningful access to the Unemployment Insurance (UI) program, the Department of Labor and Industrial Relations, UI Division plans to modify the UI Claims Processing application to enable Limited English Proficiency (LEP) individuals to apply for UI benefits online. This Accessibility Automation LEP Project underscores UI's commitment to pursue remedial action to improve service to Hawaii's LEP customers to ensure compliance with WIOA and Title VI provisions. UI submitted an application for and was awarded a grant from the USDOL to modify the UI Claims Processing application to provide this service.

2. Vendor/Contractor/Service Provider Name:

DataHouse Consulting Inc.

3. Amount of Request:

\$500,000.00

4. Term of contract (shall not exceed 12 months), if applicable:

From: 1-Jul-17

To: 30-Jun-18

5. Prior SPO-001, Sole Source (SS) No.:

Not Applicable

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

DataHouse Consulting Inc. is the vendor contracted by the Department of Labor and Industrial Relations, Unemployment Insurance Division to develop and maintain the UI Claims Processing application. The Hosting and Maintenance Contract for the UI Claims Processing application was awarded to DataHouse Consulting Inc. and does not expire until September 30, 2017 with an option to extend for an additional 12 consecutive months. DataHouse Consulting Inc's services and expertise is required to modify the application which they implemented to provide UI with the ability to comply with statutory and regulatory obligations set by Title VI of the Civil Rights Act of 1964.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

The USDOL's Civil Rights Center in August of 2013 found that the UI Division was not in compliance with the nondiscrimination and equal opportunity provisions of the WIOA and 29 CFR Part 37 (USDOL's implementation of Title VI) by not providing services and information in appropriate languages other than English through its online platform even though a significant proportion of the population served by UI needed such services and information. In order to comply with statutory and regulatory obligations to ensure equal, effective and meaningful access to benefits rights afforded under the UI program, UI submitted and was awarded a grant to modify the UI Claims Process application to provide LEP clientele with equal and like-kind services as mandated by the USDOL Civil Rights Center. By enhancing the web application to allow clientele to file in multiple languages at their convenience, the cost-efficiency, accuracy and customer satisfaction of the claims filing process will improve significantly.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

The UI Claims Application is a custom application developed by DataHouse Consulting Inc under contract with the Department of Labor and Industrial Relations, Unemployment Insurance Division. The design was custom built with intricate requirements to meet both Federal UI Laws as well as unique requirements of the State of Hawaii. Over the years, through contracts with DataHouse Consulting Inc., the UI Claims Processing application has been modified to meet changing laws and requirements, as well as modernization of the the technology and platform to meet evolving customer needs and to stay current with advanced automation.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

Not applicable.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Anne Perreira-Eustaquio	DLIR/UI Division	586-9071	anne.e.perreira-eustaquio@hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

***All requirements/approvals and internal controls for this expenditure is the responsibility of the department.***

***I certify that the information provided is to the best of my knowledge, true and correct.***



Department Head Signature

SEP - 1 2016

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 09/19/2016

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

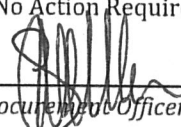
This request is disapproved as the agency failed to provide documentation and responses to questions regarding this request. Department may resubmit when prepared to respond to inquiries.

If there are any questions, please contact Stacey Kauleinamoku at 586-0571, or [stacey.l.kauleinamoku@hawaii.gov](mailto:stacey.l.kauleinamoku@hawaii.gov).

☐ Approved

☒ Disapproved

☐ No Action Required

  
Chief Procurement Officer Signature

10/28/16  
Date